

What makes an Effective *Curriculum Vitae*: Creating academic currency from your data cache

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What is a *Curriculum Vitae*?

- The only complete record of your work and contributions to your field
- Your version of your most significant accomplishments
- A critical marketing tool for your promotion and advancement
- The official face you show to the academic world



What a CV Is Not

- Biosketch (short, tailored to purpose)
- Business Resumé (brief, focused, subjective, targeted to specific position sought)
- Portfolio (focused, fully documented-- part of promotion package)



A Critical Repository that Underlies Your CV

- Cumulative file of all career documents:
 - Evaluations (be compulsive about collecting these—no one else will do it!)
 - Grant and award notices
 - Letters/Memos of praise and appreciation (incl. from patients)
 - Media notices

Request these at key milestones--
ALWAYS GET IT IN WRITING!

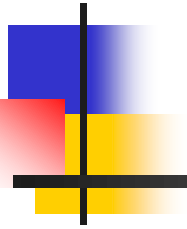


What CV Qualities Impress a Promotion Committee?

- Focus (parallel to career focus)
- Clarity (explain what is not obvious)
- Intelligibility (place like things together)
- Organization (match institutional model)
- Formatting for easy navigation
- “Honest marketing”

Credit: Steve Lieberman, UTMB/Galveston TX

A tour through a curriculum vitae





Initial Information

- **Date:** Keep it current!
- **Name:** Deal clearly with name changes
- **Biographical:** Don't volunteer personal information (e.g., age, children, marital status, nationality)
- **Education:** All degree programs
- **Postdoc Training:** residency, fellowships, major CME and certification/faculty development programs



Faculty and Professional Appointments

- Reverse chronological order, month + year, institution, rank or title
- Top item = Current main appointment
- Don't leave gaps in dates
- Annotate in brackets if position not self-explanatory
- Add brief explanation if overall focus or history are unclear



Professional Data

- Membership in academic and professional societies:
 - organize geographically (national, regional, institutional)
 - highlight leadership positions (e.g. boldface)
- Lectureships and Visiting Professorships
- Membership in service organizations
- Honors and awards (not grant awards)

Don't be modest. Do be complete!



Research Activities

- Identify main area(s) of research—**focus is an asset**
- List grants in reverse chronological order
- Give full information (source, #, title, dates, \$\$, role and % effort)
- Boldface your leadership roles (PI, PD)
- List unfunded projects if productive
- Annotate as needed to clarify role, importance, impact, etc.



Research Activities: What counts!

- **Focus, productivity, independence**
- **Grants** funded (source, \$\$ important)
- **Peer-reviewed papers** published (journal impact factor, citations)
- **Peer-reviewed presentations** at national meetings (also moderating sessions)
- Other peer recognition (election to societies, invited reviewing for journals and grants, invited talks)
- Consider brief narrative describing research program if focus is unclear



Educational Contributions

- Teaching at all levels, all schools
- Include **ALL** educational roles (leadership, curriculum development, mentoring, not just teaching)
- A CV isn't well adapted to educational activities
 - Be specific about extent of work/contribution for major activities
 - Use brief annotations to clarify focus, importance, commitment
- If CV does not do justice to your effort, build an Educator Portfolio
- **You must document your educational activities—this will be your only record**



Educational Activities: What counts!

Quality, extent, and impact of activities:

- Innovation (teaching methods, evaluation, technology applications, interdisciplinary work)
- Teaching excellence and mentoring track record
- Successful products (emphasize peer-reviewed, including MedEdPORTAL)
- Publications
- Leadership positions
- Awards



Administrative Activities

- List titles
- Highlight all leadership roles
- Indicate time/effort
- Clarify roles and settings with annotations, if not self-explanatory
- If CV does not do justice to your work, **build an Administrative Portfolio**



Committee Responsibilities

- Categorize (national, regional, institutional, departmental)
- Create subcategories if useful (e.g., clinical, research, education)
- Give dates
- Highlight and explain positions that:
 - Take the most time/energy
 - Carry most honor/influence
- Add annotations if your role is unclear



Administrative Activities: What counts!

- Leadership
- Role and extent of commitment
(time/week, duration of position)
- Innovation
- **Quality measures:** promotions, honors, publications, dissemination of models



Publications

- Chronological order, numbered within sections
- Full citation; **boldface** or underline your name
- Published + in press (omit submitted)
 - Original scholarly reports in **peer-reviewed** journals (always list non-PR separately)
 - Books, chapters, reviews
 - Letters, editorials, short articles
 - Published instructional materials, electronic publications and websites
 - Abstracts if published, label peer reviewed/presented



Making your bibliography work for you

- **Strictly** interpret “peer review”
- Clearly mark peer reviewed items, senior authorships
- Be compulsive about completeness and details
- Find a place for everything!
- **Update CV when the acceptances arrive**, or you will forget important items



Final Advice

- Get others to review CV: **do your focus and major areas of effort stand out?**
- Make it complete—brevity is not an asset here
- Organize information systematically
- Check formatting for easy navigation and legibility (bold subheads and indents, bullets, different typefaces, table of contents)
- Keep the information current (yearly updates are not often enough)
- Review as your career advances to **keep focus and emphasis current**



Take home message

**Make sure that your CV creates
a clear picture of your most
important work and contributions!**

This is your face to the world.



Other sources

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